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**CITY OF CONDON
WORK SESSION AGENDA
FINANCE COMMITTEE
Wednesday, March 23, 2022, 5:00 PM
CONDON CITY HALL**

1. ZOOM LINK & MEETING LOCATION

1.1. <https://us02web.zoom.us/j/85489250349?pwd=b1RLSnJ6cEUzUIJtRjhPaThiTHp6Zz09>

Meeting ID: 854 8925 0349

Passcode: 420316

One tap mobile

+12532158782,,85489250349#,,, *420316# US (Tacoma)

+13462487799,,85489250349#,,, *420316# US (Houston)

2. Call the Meeting to Order

Mayor Jim Hassing called the Finance Committee meeting to order at 5 p.m.

Present: Mayor Jim Hassing; Councilors Jeremy Kirby & Dawn Parm; Staff -City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins, Public Works Assistant Aaron Fitzsimmons.

Absent: None

3. Discuss Personnel & Compensation

PW Fitzsimmons submitted a written report of his job duties and stated that he had 20 years experience and certificates for the position that he has not been compensated for when received. The certificates include Water Distribution Level 1, Sewer Treatment Level 1, Cross Connection Specialist and a CDL Class B. PW Fitzsimmons added that he has institutional knowledge of the water and sewer systems in the city for trouble shooting and repairs, and has spent 16 years assisting and replacing over 22,000 feet of water main, 12,000 feet of water services, lines and meters, does the ordering and handles the bidding for the annual water projects. He included the experience of replacing thousands of feet of sewer line, pivot and irrigation maintenance, vehicle maintenance, park and golf course maintenance and repairs. Fitzsimmons also noted that he was able to pull a plumbing permit for the city based on his certificate which was to replumb bathrooms in City and Memorial Halls.

PW Wilkins submitted a written report of current and assumed tasks that may or may not be in his job description. He noted that he has written the plan for the reclaimed water that saved the city over \$20,000 due it not being assigned to Anderson, Perry & Associates (AP). Several other projects that he was able to be the project manager, saving the cost of AP hiring a project manager. PW Wilkins hold similar certificates as Fitzsimmons that were not compensated for completion. He noted that recent hires of similar positions in cities of similar size have been over \$60,000 a year.

CA Greiner noted that Administrative Assistant Jessica Isley submitted a list of her duties that includes what is in her job description, but has also taken on the website, staff and rental calendars, transient tax, accounts payable and other administrative duties. Fitzsimmons stated that since Isley had started that they have not had issues with meter sheets, accurate in her work and handling front office tasks efficiently.

CA Greiner had sent the Finance Committee members several scenarios of salary increases, plus salaries of similar positions from cities similar in size and staff, plus Gilliam County staff schedules. She gave the committee members the first draft of the city's budget and noted that she had budgeted increases for city staff of \$60,000 annual for PW Wilkins and Fitzsimmons, \$71,000 for CA Greiner, \$20 an hour for Administrative Assistant Isley and Golf attendant Rick Shafer. The budgeted public works salaries are covered by the water and sewer fees and still increased the contingency in those funds. Isley's salary is 2/3 in public works and 1/3 in General Fund and CA Greiner's salary is 50% General Fund and 25% in each of the water and sewer funds. The contingency is also increased in the General



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Fund. CA Greiner noted that the city completed approximately \$1 million in projects in 2021-22 and total cash is at \$5 million, which is similar to other years at this time. The budget can handle the raises that are in the compensation proposal. She also noted that to get these positions as new hires the council would have to advertise at the rates near what is being asked for compensation (based on similar cities in the region).

Councilor Kirby asked for clarification on certifications for the Public Works and length of time to obtain them. PW Fitzsimmons stated that the city paid for the cost of certifications, but in other cities your pay was increased when a certification was obtained and this has not been done in Condon. PW Wilkins stated that it takes one year of work hours to obtain the water certificate and a calendar year of work to obtain sewer certificate. CA Greiner stated that unlike Public Works positions, administrative positions do not require certification.

The Finance Committee recommended the salary schedule as presented and asked staff to submit their written information at the council meeting and additional information on timing to obtain the necessary certificates for water and sewer.

4. Discuss 2022-23 Projects for Budget

CA Greiner went through the draft 2022-23 budget with the committee and discussed projects that have been included. An additional fund (009) has been added to account for the Condon Grade School property, which was approximately \$1.2 million increase to the budget. This would split the playshed systems - heating, water and sewer - to allow use while the council determines what is going to be done with the other portion of the schools. Other projects include a 6-8 bay equipment building at the city shop, possible wireless project within Condon and further development of Fairway Housing project.

The council will receive the final proposed budget at the April 6 council meeting.

5. Discuss & Review General Fee Resolution

CA Greiner stated that PW Fitzsimmons had done some calculations on the cost of installing new services and due to material increases, they will be revised for the April council meeting. She asked the committee to review the fee schedule to determine if other fees need to be reviewed, but noted the water and sewer fees were stable for the next year. The water rates were redone last year and the sewer fees may need review in 2023.

5.1. Current General Fee Resolution

6. Other

No other topics were discussed.

7. Adjourn

Mayor Hassing adjourned the Finance Committee meeting at 6:25 p.m.